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Customer/Government Property Control worldwide.

(mo/yr)

(mo/yr)

Reserved worldwide. Rev: E.O. Number Description Letter Date Contract#: Your Co Prepared By: Your Dept: **PROCEDURE** Your Dept: Your # Your Dept: CAGE: Your Dept: Size: 1 of 14 Your # (mo/yr)

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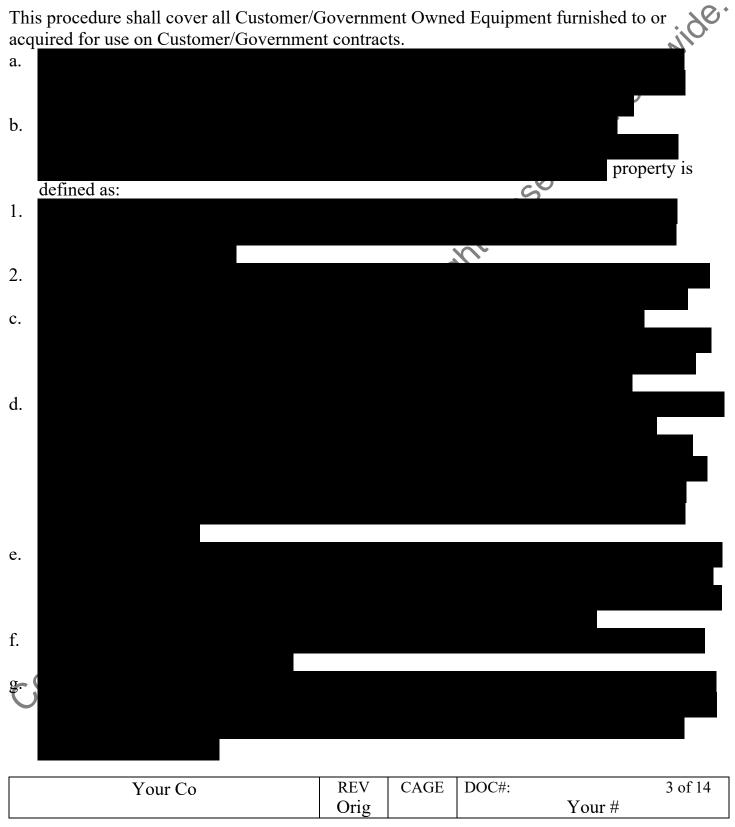
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1.0 PURPOSE

To prescribe the minimum procedures for the control of Customer/Government Property according to the regulations outlined in the Federal Acquisition Regulation, Part 45.

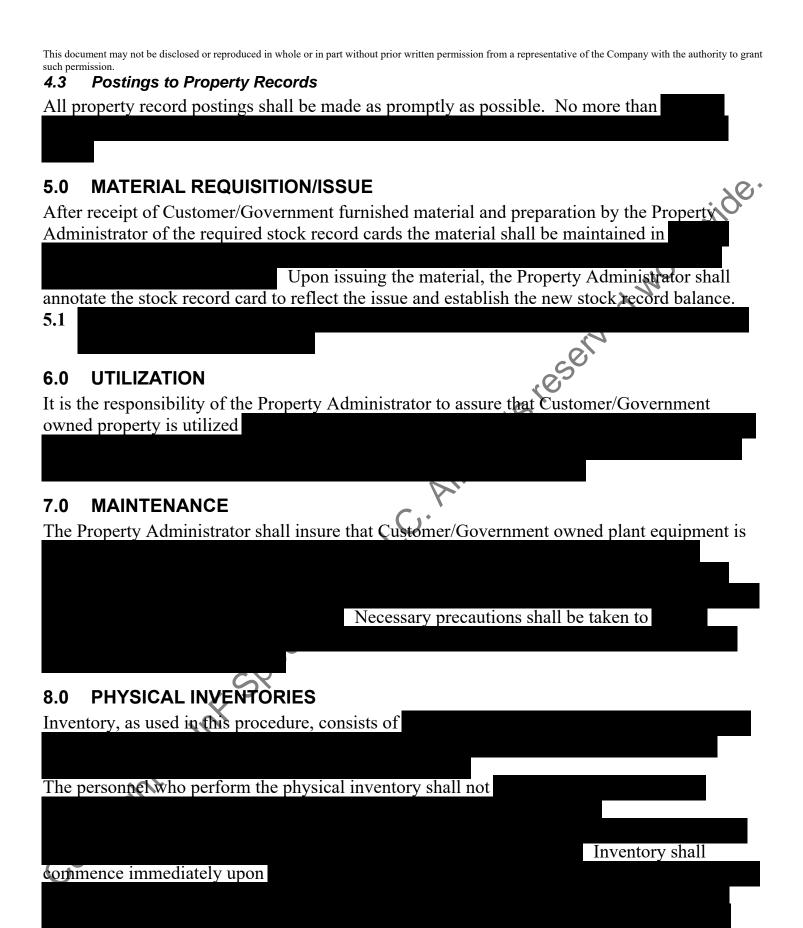
2.0 SCOPE



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3.0	RECEIVING	61				
Rece	eiving Inspection shall inspect all		overnmen	t furnished pro	operty upon re	ceipt to
verif	fv					
	If overages, shortages, damaged	conditions o	r other di	screpancies are	e noted, the car	rrier
docu	ments and consignee copies shall	be appropria	ately anno	otated. Consig	nee and carrie	r
repre	esentatives shall sign documents to	verify the i	noted con	ditions. When	overages, sho	orta <u>g</u> es
or da	amages are detected upon receipt of	of Customer/	Governm	ent furnished	property, prov	ide
2.1		1 11/2	. 1	• ,	C	. 1
3.1	If overages, shortages or damaged			* * *		quired
	for the Customer/Government acc	count (unaer	a CPFF (contract), take		
3.2	Upon receipt of Customer/Govern	ment furnis	hed prope	erty or property	v acquired for	the
	account of the Customer/Government					
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 3.3 Shipping containers that pack Customer/Government property that are of a reusable nature shall 4.0 CUSTOMER/GOVERNMENT PROPERTY RECORDS
4.0 CUSTOMER/GOVERNMENT PROPERTY RECORDS
Upon receipt of Customer/Government owned property and/or material, the Property Administrator shall establish individual item records or stock record cards as necessary according to In the case of material items stock record cards shall be prepared and shall contain the following information: a. b. c. d. e. f. g. h. i. Pocords of Misdirected Shipments
4.1 Records of Misdirected Shipments
Misdirected shipments shall be reported to the Customer/Government Property Administrator immediately. Records shall be maintained to provide the following information: a. b. c. d. e. Forward this information in writing to the Customer/Government Property Administrator within 4.2 Documentation Documentation supporting all entries to the Customer/Government Property Records shall be maintained by the Property Administrator (i.e.,

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This document may not be disclosed or reproduced in whole or in part without prior written permission from a representative of the Company with the authority to grant such permission. The annual inventory shall be conducted during each year. Sensitive material inventory shall be performed Upon completion of the annual or periodic inventory the Property Administrator shall furnish to
the Customer/Government Property Administrator a listing which properly identified as
The listing and signed statement shall be furnished to the Customer/Government Property Administrator within fifteen days after completion of the
physical inventory. This report shall also include,
Results of the physical Inventory shall be posted to the Property Records as a "Physical
Inventory" entry subsequent to the inventory reconciliation and shall reflect the quantity actually inventoried.
8.1 Investigate and report to the Government Property Administrator (GPA) all cases
The report shall contain at a minimum:
The report shall contain at a minimum: A. B. C. D. E. F. G.
C. D.
E. F. Aliles
G.
H. I.
9.0 DISPOSITION
At the completion of a contract under which Customer/Government property was furnished, perform an inventory to determine if
All disposal actions shall be supported by appropriate documentation and postings to the Property Records shall be accomplished.

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10.0 SUBCONTRACT CONTROL

The purchasing function shall insure that the following statement is included in all subcontracts or vendor purchase orders where Customer/Government furnished material or property is furnished to the subcontractor or vendor:

Responsibility for Property:
· · · · · · · · · · · · · · · · · · ·
which is herein incorporated and made a part of this subcontract/order. Such property shall be
used by Seller
When instructed by Buyer, seller shall deliver the property
covered by this clause to Buyer or the Customer/Government, as appropriate, FOB carrier,
Seller's plant, at the completion or termination of this subcontract/order or shall
Seller shall bear the risk of loss or destruction of and
damage to property covered by this clause until delivered or returned to Buyer of the Customer/Government, except
Customer/Government, except
Unless relieved by the Contracting Officer with respect to Customer/Government property as
herein provided, Seller shall
A copy of each such purchase order shall be distributed to the Property Administrator for the

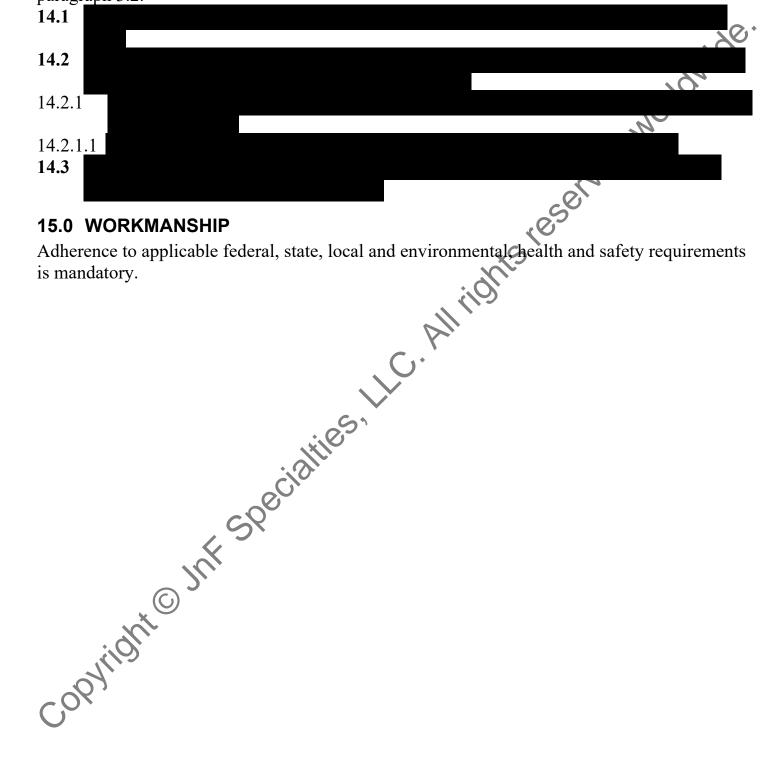
A copy of each such purchase order shall be distributed to the Property Administrator for the record. The Property Records shall be updated to reflect the issue of materials and in the case of tooling or equipment, the Property Records shall reflect the new location.

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such perm 10.1	ission.					
11 0	REPORTS			•		
	ts shall be prepared according to the	e terms of	f individu	ıal Customer/C	Government (contracts.
-						70.
12.0	PRECIOUS METALS, EXPLOS Immediately upon receipt Receivin				material acc	ording to
14,1	para. 3 - 3.2.	g mspeet	ion (R&I) shan mspect	material acc	ording to
12.1.1	Sensitive material shall					
12.2	The Property Administrator, upon t	aking po	ssession (of accepted ser	nsitive mater	ial, shall
12.2.1	The Property Administrator shall of	complete	stock rec	ord cards acco	ording to para	a. 4 a - i.
	2 Property records shall exhibit spec	cial mark	ing in ord	ler that such re		
12.3	distinguished from the records of				.	
12.3 12.4	The Property Administrator shall is All other conditions of this procedu		4			
12.5	The Property Administrator shall no					_
	Administrator by telephone immed	iately upo	on			
13.0	REQUESTING AND/OR ACQUI	IRING C	USTOM	ER/GOVERN	MENT	
A.	Requests for Customer/Governmen	t furnish	ed proper	ty are subject	to a determir	nation by
В.	Requests and/or acquisition of Cust	tomer/Go	vernmen	t Owned Prope	erty by direc	t purchase
	from outside suppliers or					
-0	Upon receipt of Customer/Governm	nent furn	ished mat	terial, this docu	ument shall	control
0	receipt and issue process.					
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14.0 HAZARDOUS WASTE MANAGEMENT

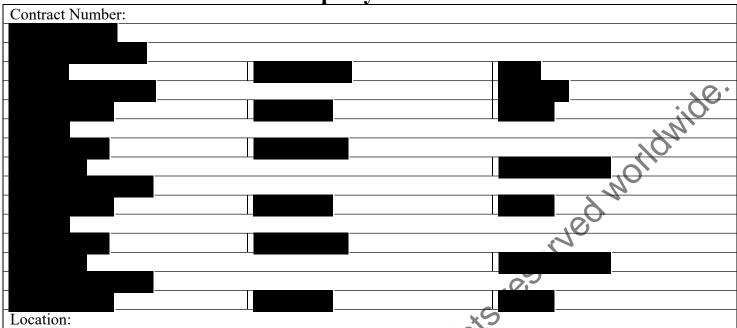
Property received from or acquired for the Customer/Government that contains material of a hazardous nature shall be identified with its chemical formula and proper name according to paragraph 3.2.



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Property Record



Your Form # (mo/yr)

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Property Certificate

	110	perty ceruncate	
Purchase	Order Number:		
The undersigned ce	rtifies:		
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		•	Your Form# (mo/yr)

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Supplier/Subcontractor Property Certificate

Date:					
Attention: Company: Address: City, State: Zip Code:					oflawide.
Subject: Customer/Government Property located	d at your fa	acility		N	0),
Dear (insert your appropriate name)				169	
Our records show the Customer/Government pronave knowledge of other property that should be response.			currently local	cu at your ra	aciiity. 11 you
Your Co) requests the return of the property by			to enable clos	e-out of our	contract.
If we can assist you or if you have any questions	, please do	not hesita	te to contact:		
Name: Pho	one Numbe	er: All			
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Supplier/Subcontractor Certification:					
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